



Loudoun County, Virginia

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Office of the County Administrator

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At a business meeting of the Board of Supervisors of Loudoun County, Virginia, held in the County Government Center, Board of Supervisors Meeting Room, 1 Harrison Street, S.E., Leesburg, Virginia, on Thursday, July 19, 2018 at 5:00 p.m.

**IN RE: FINANCE/GOVERNMENT OPERATIONS AND ECONOMIC DEVELOPMENT**  
**COMMITTEE REPORT: Metro Garage Annual Operations and Maintenance Plan**  
**(Catoclin)**

Vice Chairman Buona moved the recommendation of the Finance/Government Operations and Economic Development Committee that the Board of Supervisors direct staff to proceed with the Metro Garage Operations and Maintenance Plan Option 2 as outlined in the Kimley-Horn report dated March 30, 2018, included as Attachment 1 to the July 19, 2018, Board of Supervisors Business Meeting Action Item and use this option as the basis to develop the Request for Proposals.

Vice Chairman Buona further moved the recommendation of the Finance/Government Operations and Economic Development Committee that the Board of Supervisors direct staff to prepare: a FY 2019 midyear budget request to create 1 FTE Contract Manager for the Metro Garage Operations and a FY 2020 budget request for 1 FTE for the Parking Operations Manager for the Metro Garage Operations.

Seconded by Supervisor Buffington.

Voting on the Motion: Supervisors Buffington, Buona, Higgins, Letourneau, Meyer, Randall, Saines, Umstattd, and Volpe - Yes; None – No.

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DEPUTY CLERK TO THE LOUDOUN COUNTY  
BOARD OF SUPERVISORS

## EXECUTIVE SUMMARY

Two parking garages are being developed within Loudoun County to primarily serve Phase 2 of the Silver Line Extension constructed by the Metropolitan Washington Airports Authority (MWAA) and operated by the Metropolitan Washington Area Transit Authority (WMATA). The Loudoun Gateway and Ashburn Station parking garages and associated (site) facilities are being funded by the County, which will retain ownership of both garages. As such, Loudoun County will maintain and operate each of the garages, as well as the surface parking lot, "kiss and ride" lots, on-street and off-street bus stations, pedestrian walkways, a pedestrian bridge associated with the parking structure facilities, and some associated roadways.

The County is in the process of developing annualized operation and maintenance budgets for these large, fee generating parking garages and the associated facilities. Additionally, Loudoun County is exploring the possibility of entering into an agreement with a private company for the operation and maintenance of the parking garages.

The purpose of this report is to provide the County with an operations and maintenance plan for these facilities, as well as to review three specific management strategies and provide some general guidance on the advantages and disadvantages of each strategy. This report is also intended to assist in the development of an operator RFP, if one of those options is selected. The County is considering the following three (3) operation and maintenance (O&M) strategies for these parking garages and associated facilities:

- **Option 1 – Self Operation** – County employees will be used to operate and maintain all aspects of the parking operations in-house.
- **Option 2 – Professional Services Method** – Option is a combination of self-operation and third-party management. The County would have limited staff and uses a third-party contractor (operator) to provide operational and routine maintenance personnel. In this model, the County would still be responsible for Capital Expenditures and major repairs.
- **Option 3 – Third-Party Management Contract** – Operator handles all aspects, including Capital Expenditures, with minimal County involvement through an executed management contract. Contract is based on a fixed-fee and reimbursed for direct operational costs.